

## **RESIDENTIAL GARAGE CONVERSION and SUBMITTAL REQUIREMENTS**

**Project Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**In order to expedite issuance of a Building Permit for your work, submit the items listed below and include this Checklist in your submittal. If you have any questions, contact Building Division staff at City Hall or at the phone number above.**

Prepare plans on drawing sheets that are at least 22 inches x 17 inches in size. Submit four (4) sets of plans.

### **BE SURE TO INCLUDE ALL OF THE FOLLOWING INFORMATION and DRAWINGS**

#### **1. PROJECT INFORMATION.** On the first sheet of the plans, provide the following information:

- ☐ **Name of Designer:** The printed name, address, telephone number and signature of the person who prepared the plans
- ☐ **Address and Owner:** The name of the legal owner of the property and the street address of the property
- ☐ **Scope of Work:** State the complete scope of work for this permit
- ☐ **Building Area:** State the area in square feet of the existing house, the Garage to be converted and the total building area
- ☐ **Building Codes:** State the building codes in effect as the 1998 CBC, 1998 CPC, 1998 CMC, 1998 CEC, 1999 MMC and 2001 California Residential Energy Standards

#### **2. ARCHITECTURAL PLANS REQUIRED** See Page 3 for additional architectural plan requirements

- ☐ **Plot Plan:** Show location of the existing building and other structures on the site. Show front, side and rear yard setback dimensions, dimensions to easements, and dimensions between buildings.
- ☐ **Floor Plan:** The Floor Plan must show existing rooms adjacent to the Garage area and new rooms in the converted Garage. Label the use of each room and provide room dimensions on the plan. Provide all door and window sizes on the plans.
- ☐ **Elevations:** Show exterior elevations or views of all sides of the building that will have new doors, windows, siding or other new construction. A minimum of one (1) exterior elevation should be provided along with exterior material/s notations
- ☐ **Details and Notes:** Include all construction details such as changes in floor elevations and floor changes from concrete to wood, if any.

#### **3. PLAN REQUIREMENTS**

**Clarity:** All plans shall be prepared to be sufficiently readable and clear for a microfilm record. Pencil drawings are not acceptable but copies of pencil drawings can be submitted provided copies are readable with good contrast. CBC 106.3.3

**Dimensions:** Plot Plans, Floor Plans and other plan drawings shall be fully dimensioned and shall have a north arrow.

**Scale:** All drawings shall be drawn to an adequate scale with the scale indicated. Recommended scales for drawings are:

Plot Plans: 1/8"=1', 1"=10' or 1"=20'  
Floor Plans: 1/4" = 1'-0"  
Foundation Plans: 1/4" = 1'-0" or 1/8" = 1'-0"

Floor and Roof Framing: 1/4" = 1'-0" or 1/8" = 1'-0"  
Building Cross Sections: 1/4" = 1'-0" or 1/2" = 1'-0"  
Exterior Elevations: 1/8" = 1'-0" or 1/4" = 1'-0"

**Existing (e) and New (n) Construction:** Throughout the plans, be sure to label all new (n) and existing (e) construction, components and fixtures to distinguish between new work to be done and the existing work.

**Completeness:** Please remember, the more complete and accurate the drawings and submittal documents, the sooner a building permit can be issued.

#### **4. ROOM REQUIREMENTS**

Some of the more important room requirements include the following. Be sure to include this information in your plans:

**Ceiling heights** shall be at least 7'-6" in habitable rooms (bedrooms, living rooms, dining rooms) and not less than 7'-0" in other rooms such as laundry, storage and bathrooms. CBC 310.6.1

**Room dimensions.** The minimum length and width of any habitable room shall not be less than 7'-0" clear. The minimum area of any habitable room shall not be less than 70 square feet. CBC 310.6.2 and 310.6.3

**Light and ventilation.** In habitable rooms, provide natural light and ventilation with openable windows. Windows shall not be less than 10% of the floor area of each room nor less than 10.0 square feet in area. One-half (1/2) the window area shall be openable to the exterior for ventilation. Bathrooms may have a window of 1.5 s.f. in area. Non-habitable rooms may be ventilated with exhaust fans. CBC 1203.2 and 1203.3

**Emergency escape windows.** Each new bedroom or sleeping room shall have an emergency escape window that is at least 20" in width (net), 24" in height (net) when open and with an openable area of at least 5.7 square feet in area. Escape windows shall be installed with a sill height of no more than 44" above the floor. CBC 310.4

**Heating.** All habitable rooms must have a heating system capable of maintaining a room temperature of 70° F at a location of 3 feet above the floor. Indicate on the plans the heating system or method to be used. CBC 310.11

#### **5. BUILDING REQUIREMENTS**

Some of the more important building requirements include the following. Be sure to include this information in your plans.

**Attic access.** Provide access to attic space with an access door at least 22" x 30" in size. Locate the access door where there is at least 30" of clear head space in the attic. CBC 1505.1

**Attic ventilation.** Attics must be ventilated with total area of attic vents at least 1.0 s.f. (net) for each 150 s.f. of attic area to be ventilated. Indicate on the plans the size, location and type of each vent. CBC 1505.3

**Smoke detectors.** When the value of the work exceeds \$1000, smoke detectors in each bedroom in the house, in the hall between the kitchen and each bedroom and outside each bedroom door are required. In existing construction, detectors may be battery operated. In new construction detectors must be 120v operated with battery backup. CBC 310.9.1.2

**Spark arrestor.** When the value of the work exceeds \$1000, a spark arrestor must be installed on fireplace chimneys if one does not exist. MMC II-3-2.06

**Exterior doors.** Each new exterior door requires an exterior level landing that extends out from the house at least 36" and a porch light switched from inside the door. CBC 1003.3.1.7 and CEC 210.70

#### **6. FOUNDATION REQUIREMENTS**

**Sill plates** for new walls in a Garage conversion must be pressure-treated wood or Foundation Grade Redwood. CBC 2306.4

**New wall at Garage door** between driveway and Garage, provide a concrete curb on which the wall shall bear. The curb shall be at least 5 1/2" high x 5 1/2" wide with 1-#4 continuous steel reinforcing bar. Include a #4 dowel at 24" on center embedded and epoxied 3" into existing concrete floor slab. Extend each 2<sup>nd</sup> dowel through the sill plate with a 2" x 2" x 3/16" plate washers. See drawing on Page 4

## **7. ELECTRICAL and PLUMBING REQUIREMENTS**

**Convenience Outlets.** Indicate on the plans locations of all convenience receptacles or outlets. In habitable rooms, space outlets on each wall that is 2' or wider, not more than 6' from doors or openings and no more than 12' on center along walls. CEC 210-52

**GFI protection.** All bathroom convenience outlets must be GFI protected. All exterior outlets must be GFI protected and waterproof (WP). CEC 210-8

**Gas water heaters or furnaces** may not be installed in a bedroom, bathroom or clothes closet. CPC 509 and CMC 304.5

**Water closet/toilet clearances** must be at least 30" clear in width and have a space at least 24" clear in front. CPC 408.6

**Shower stalls** must have an inside curb dimension of 1024 square inches that permits a 30"  $\phi$  turning circle. CPC 412.7

## **8. ENERGY REQUIREMENTS**

**Insulation.** Indicate on the plans exterior wall insulation and ceiling insulation. Minimum wall insulation is R-13 and minimum ceiling insulation is R-30.

**Energy compliance.** Provide energy and heat loss calculations and reproduce on the plans CEC Forms CF-1R and MF-1R. As an alternate to providing calculations, conform to State of California 'Package D' requirements. Note that Package D requires windows and glazing with a SHGC factor of 0.40 or better and a U Factor of 0.70 or better.

### **PLEASE NOTE:**

1. If any of the plan sheets are prepared by a licensed architect or registered engineer, that individual must stamp and "wet" sign at least two copies of each of the sheets he or she has prepared in accordance with the California Business and Professions Code.
2. If one or more of the required items mentioned above are omitted from the submittal plans, the application may be considered as incomplete and not ready for checking or approving.
3. A Building Permit may be issued only to a State of California Licensed Contractor or the Homeowner
4. If the Homeowner is planning to **hire** workers, State Law requires the Homeowner to obtain Worker's Compensation Insurance. Proof of this insurance is required prior to issuance of a Building Permit.
5. Building Permits may be issued to a Homeowner for construction if that Homeowner indicates the intent to do his or her own work personally. If the inspection shows the Homeowner is unable to perform the work satisfactorily, the work must be performed by licensed contractors.

**CONCRETE CURB at GARAGE DOOR**

**(This detail can be faxed upon request)**